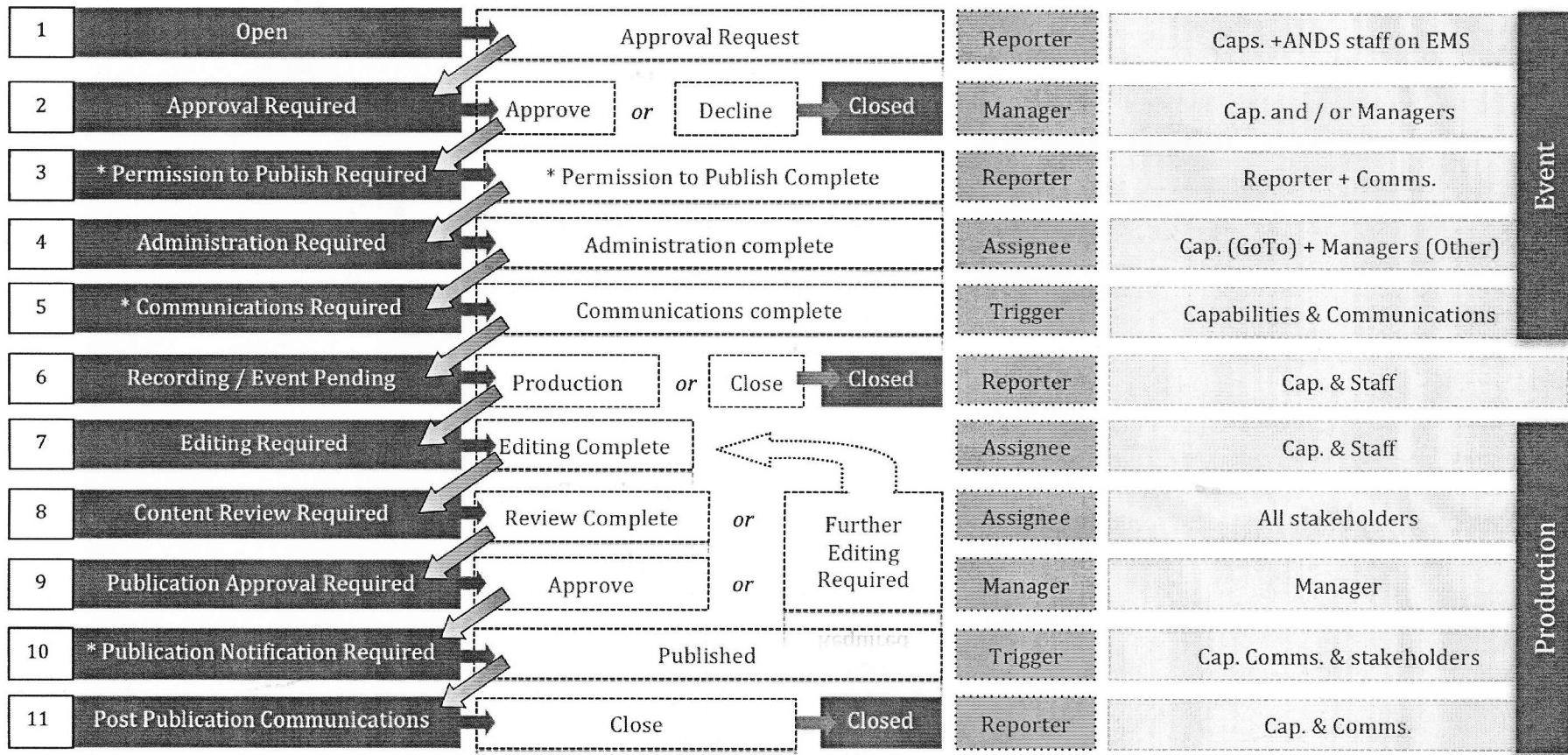


Event & Media Submission (EMS) Workflow



Event & Media Submission (EMS) Workflow

Step 1

- The Reporter navigates to the EMS workflow and selects either GoToMeeting, GoToWebinar or Other
- Reporter completes the relevant form
- Reporter submits form for assignment
- EMS workflow subscribers & assignees notified of issue
- Capabilities assign resources to the issue if appropriate to do so

Step 2

- Issue is assigned to the relevant Manager for approval

Step 3

- If issue is noted to have 'recording' the Reporter is responsible for seeking Permission to Publish from Presenters, media subjects or other
- Current Permission to Publish form is accessed by Reporter from ANDS intranet
- Permission to publish form is distributed to those required to sign
- Signed forms or email discourse that documents acceptance of these conditions is then returned to the Reporter
- Reporter returns Permission to Publish form to ANDS Communications team
- JIRA comments updated to reflect that P2P has been returned to Communications team

Step 4

Event & Media Submission (EMS) Workflow

- If issue generated is GoToMeeting or GoToWebinar then Capabilities team assign staff and GoToMeeting is created using Organiser control panel with details added to corresponding JIRA comments field.
- If issue is 'Other' then negotiations are set for how this will be actioned and expedited with the appropriate team Manager

Step 5

- All stakeholders informed of event using triggers or assigned according to the issue type
- Draft descriptors and entries for calendars prepared by Capabilities staff
- All event details updated in corresponding JIRA thread
- Twitter and other messaging created

Step 6

- Capabilities meet and plan / manage event; setup GoToMeeting / Webinar and details distributed to Reporters
- Practice sessions conducted with Presenters if required/requested
- Preparation of event slides, resources and equipment / facilities where required
- Event is conducted; media recordings archived
- Reports with statistics prepared and made ready for Ops. Meetings
- If editing / production required of media resource the issue is assigned for manager approval

Step 7

- Upon Manager approval issue is assigned to ANDS staff member / media editor
- Editing of media resource according to agreed standards, type and output format
- First review conducted of resource with internal staff (Manager) – JIRA comments update
- Upload of first review resource to ANDS media repository (private view only)
- Resource descriptors, channels, tags and other assignments completed by Editor in repository – JIRA comments update

Event & Media Submission (EMS) Workflow

Step 8

- Private view resource link sent to all stakeholders for comment – all comments noted in JIRA
- If required, resource is re-assigned for further editing requirements to be met
- If and when approved by all parties for release Communications team notified of pending resource release
- Manager approval assignment required to release resource publicly

Step 9

- Details of approval noted in JIRA comments
- Resource changed from private to public view in ANDS media repository (Youtube or Vimeo)

Step 10

- Post-publication triggers released to those assigned informing them of resource release
- Update of ANDS Media & Groups & Bulletin board etc. page (Cap.)
- Attendees informed of resource release (Cap.)

Step 11

- As described.

Event & Media Submission (EMS) Workflow

Feedback - 1

Simon Pockley

Sep 20 (4 days ago)

to Alexander, rmwg

Dear Alexander

Thanks. In my world, I usually begin at (6) with video/audio Capture and then insert Permission from the subject (s) (3) between Completion of the editing/approval process (8) and Director Approval (9).

or looking at it another way:

1. Capture the consenting subject(s)
2. Edit into segments, insert stills etc and send (YouTube) links to a series of drafts to subject (s) who are involved in the process
3. Consent Form sent to subject (s) after arriving a final draft
4. Upload to ANDS channel (with some form of restricted access)
5. Send link to final version to Director for approval (if approved by subject(s))
6. Send link to Comms and hard copy of Consent (if approved by Director)
7. Embed video in ANDS online spaces.

Event & Media Submission (EMS) Workflow

Feedback - 2

Richard Ferrers

Sep 21 (3 days ago)

to Alexander

- Alex, some comments.

R Reporter completes the relevant form <attach form, link to form>

The Reporter navigates to the EMS workflow <How? I had no idea this was in JIRA, because the procedure doesn't say that.> ie Screenshot. Break down this action into smaller pieces.

General: add screenshots.

eg <http://code.google.com/p/crystal-orientation-data-collection/wiki/UserManual>

Jeff does some great diagrams that show columns by type of party (ie reporter Manager, Capabilities), then action for each party type.

For your info.

rf

Event & Media Submission (EMS) Workflow

Feedback 3

Susannah Sabine:

27th September 2012

My 2 cents worth:

Step 5:

- Draft descriptors and entries for calendars prepared by Capabilities staff
- I would like this to actually say: prepared by the person who commissioned the event - "the Reporter" and added to events calendar and appropriate places on the website by Capabilities staff

Step 6:

- Capabilities meet and plan / manage event; setup GoToMeeting / Webinar and details distributed to Reporters
- Is the "set up GoToMeeting / Webinar and details distributed to Reporters" the same as "GoToMeeting is created using Organiser control panel with details added to corresponding JIRA comments field." in Step 4?